## COMMUNICATION SKILLS
## (GE Inter-Departmental/Inter-Disciplinary)

**Credits: 2** **Semester: III**

**Subject Code: G18EL1T** **No. of Lecture hours: 30**

**OBJECTIVES:**

- To enhance the learners' Communication Skills by giving adequate exposure in Reading, Writing, Listening and Speaking Skills and the related Sub-Skills.
- To develop Oral and Written Communicative Skills among the students so that their employability enhances and English becomes the medium of their livelihood and personality.

| | **COURSE OUTCOMES** |
|---|---|
| **CO1** | Identify the types, features and barriers of communication |
| **CO2** | Apply the concepts of effective spoken English for group discussions and job interviews |
| **CO3** | Develop effective listening and reading abilities through theoretical and practical exercises |
| **CO4** | Compose concise and meaningful essays to meet professional requirements |
| **CO5** | Construct grammatically and syntactically correct sentences by applying the basic rules of English grammar |

**UNIT- I** **6**

**English Communication**

- Definition of Communication, Features of Communication
- Barrier of Communication
- Interpersonal Communication
- Types of Communication

**UNIT- II**

**Oral Communication** **6**

- Basics of Spoken English
- Stress
- Intonation
- Group Discussion
- Interview Skills

**UNIT- III**

**Listening Skills** **6**

- Process of Listening
- Tips of Effective Listening
- Listening Exercises
- Reading Comprehension, Reading strategies

**UNIT- IV**

**Written Communication** **6**

- Essay Writing
- Paragraph Writing
- Writing
- Editing
- Composition, Punctuation

**UNIT -V**

**Fun with Grammar** **6**

- Parts of Speech, Correction of Sentences, Question Tags, Tenses, Vocabulary Building
- Suffixes and Prefixes
- Antonyms, Synonyms, Homonyms, Direct and Indirect, Active and Passive Voice
- Misspelt Words, Lexical Web
- Collocation, Stress and Intonation.

**SUGGESTED READING:**

1. Thorat, AandLokhanwala, M. 2009. **Enriching Oral and Written Communication in English**. New Delhi: Orient Blackswan

**ESSENTIAL READING:**

1. Kumar, SandSreehari, P. 2007.**Communicative English**. New Delhi: Orient BlackSwan.

## CAREER SKILLS
## (GE Inter-Departmental/Inter-Disciplinary)

**Credits: 2** **Semester: III**

**Subject Code: G18EL2T** **No. of Lecture hours: 30**

**OBJECTIVES:**

- To enhance the learners' Communication Skills by giving adequate exposure in Reading, Writing, Listening and Speaking Skills and the related Sub-Skills.
- To develop Oral and Written Communicative Skills among the students so that their employability enhances and English becomes the medium of their livelihood and personality.

| | **COURSE OUTCOMES** |
|---|---|
| **CO1** | Student understands the importance of **B**ody Language, Posture, Eye Contact, Voice Modulation, Pronunciation and will effectively use them. |
| **CO2** | Student can prepare good Presentations with the help of tools like Presentation Plan and Visual Aids and implement Use of Connectives and Checklist. |
| **CO3** | Students can Identify Job Opportunities and present effective Application Letter and Résumé<br>While recognizing the importance of Testimonials, References and Statement of Purpose. |
| **CO4** | Student recognizes and uses Group Discussions an effective tool during the Recruitment process. |
| **CO5** | Student understands the Types of Interviews and how to Prepare for an Interview understands the Interview Process and learns about Employer's Expectations. |

**UNIT- I** **6**

**Oral Skills-Its Importance**

- Body Language, Posture, Eye Contact
- Voice Modulation
- Pronunciation
- Audience Awareness

**UNIT- II** **6**

**Presentation Skills**

- Presentation Plan
- Visual Aids
- Use of Connectives

- Check List

**UNIT –III** **6**

**Identify the Job Opportunity**

- Job Application Letter
- Résumé
- Testimonials
- References
- Statement of Purpose

**UNIT –IV** **6**

**Group Discussion**

- Definition, Process
- Guidelines- Do's and Don'ts
- Helpful Expressions
- Evaluation

**UNIT- V** **6**

**Interviews**

- Types of Interviews
- Preparing for an Interview
- Attending the Interview
- Interview Process
- Employer's Expectations

**ESSENTIAL READING:**

1. Sharma, R C, Mohan K.. 2013. **Business Correspondence and Report Writing.** Fourth Edition. New Delhi: McGraw Hill Education Pvt ltd.

## PSYCHOLOGY FOR LIVING
## (GE Inter-Departmental/Inter-Disciplinary)

**Credits: 2** **Semester: III**

**Subject Code: G20EL3T** **No. of Lecture hours: 30**

**OBJECTIVE:** To familiarize the students with basic concepts in Psychology and making them understand the relevance of Psychology in daily life

| | **COURSE OUTCOMES** |
|---|---|
| CO1 | Understand the basic nature and goals of Psychology |
| CO2 | Explain the concept of self and enhance emotional intelligence. |
| CO3 | Analyze the negative emotions and its impact on family and peer group |
| CO4 | Analyze the mechanisms of Hope, optimism, resilience and subjective well being |
| CO5 | Understand the Goleman's concept of Emotional intelligence |

**UNIT- I**

**Introduction** **6**

- Nature of Psychology
- Goals of Psychology
- Mind-body relationship
- Psychological factors and physical illness (psychosomatic)

**UNIT-II**

**Know yourself** **6**

- Concept of self, Types of self- Ideal and real self, Concepts related to self-self-acceptance, self-concept, self-esteem, self-confidence and self awareness.
- SWOT Analysis and Goal-setting

**UNIT- III**

**Emotions and relationships**

- Anxiety
- Stress
- Depression,
- Impact of negative emotions on interpersonal relations (Family and peer group)
- Concept of Emotional Intelligence

**UNIT- IV**

**Positive Psychological Skills** **6**

- Subjective- well being
- Hope, Optimism, Resilience.

**UNIT- V**

**Emotional Intelligence** **6**

- Goleman's concept of EI, EQ
- EI and success

**SUGGESTED READING:**


1. Atwater, E. & Grover, D. & Karen. 2009. **Psychology for Living: Adjustment, Growth and Behavior Today.** Eleventh Edition. New Delhi: Pearson Education
2. Carr, A. 2004. **Positive Psychology: The Science of Happiness and Human Strength**.UK: Routledge.
3. Goleman's **Positive Psychology book**
4. Singh, D. 2003. **Emotional Intelligence at Work**. Second Edition. New Delhi: Response Books.

## COMMUNICATION SKILLS
## (GE Inter-Departmental/Inter-Disciplinary)

### (PRACTICALS)

**Credits : 1** **Semester: III**

**Subject code : G18EL1P** **No. of practical hours: 30**

**OBJECTIVES:**

- To enhance the learners' Communication Skills by giving adequate exposure in Reading, Writing, Listening and Speaking Skills and the related Sub-Skills.
- To develop Oral and Written Communicative Skills among the students so that their employability enhances and English becomes the medium of their livelihood and personality.

**OUTCOME:** The student will be able to understand and develop effective communication by using grammatically correct English for effective interpersonal communication in the workplace and to develop speaking skills by following reading strategies and by adopting effective listening techniques

**List of practical's:**

1. Grammar Usage and the Mechanics of Writing
2. Correction of Sentences
3. Group Discussions
4. Interview skills
5. Presentation Skills

## CAREER SKILLS
## (GE Inter-Departmental/Inter-Disciplinary)

### (PRACTICALS)

**Credits : 1** **Semester: III**

**Subject code : G18EL2P** **No. of practical hours: 30**

**OBJECTIVES:**

- To enhance the learners' Communication Skills by giving adequate exposure in Reading, Writing, Listening and Speaking Skills and the related Sub-Skills.
- To develop Oral and Written Communicative Skills among the students so that their employability enhances and English becomes the medium of their livelihood and personality.

**OUTCOME:** The student will be able to understand and improve on the stress and intonation of oral communication, analyse importance of confident body language and how to inculcate it, develop coordination and control of thought in group discussion and in interviews, also enhance written communication in the form of letter writing, report writing and presentations

**List of practical's:**

1. Grammar Usage and the Mechanics of Writing
2. Correction of Sentences
3. Group Discussions
4. Interview skills
5. Presentation Skills

# PSYCHOLOGY FOR LIVING
## (GE Inter-Departmental/Inter-Disciplinary)

## (PRACTICALS)

**Credits : 1** **Semester: III**

**Subject Code : G20EL3P** **No. of practical hours: 30**

**OBJECTIVE:** To familiarize students with basic concepts in Psychology and help them understand the relevance of Psychology in daily life

**OUTCOME:** The student will be able to understand and analyze self with respect to another individual, family and society and equip themselves to cope with daily psychological crisis.

**Nature of practicals:**

Students will engage in

1. SWOT Analysis
2. Ask them to work about Goals (Short term and Long term). Relate SWOT to Goal setting
3. Identify barriers to reach the goal
4. Listing out their positive emotions and negative emotions
5. Ask them the consequences they face due to negative emotions
6. What are the coping mechanisms they use in handling negative emotions?

**Note: The above practical will be implemented applying basic Psychological principles**